



### Back Ground

Action Africa Help International (AAH-I) is an African-led, regional organisation, working in East and Southern Africa to improve the lives of livelihood-challenged communities. It was first conceived and established in South Sudan over 25 years ago. AAH-I has Country Programmes in Kenya, Somalia, South Sudan, Uganda, and Zambia. It brings over 25 years' experience working with communities in conflict and post-conflict situations, including refugees, internally displaced people and host communities. AAH South Sudan is pleased to announce the below listed positions to be filled:-

#### 1. Job Title: Head of Health Sector.

Location: Juba, with frequent visits to the field offices.

### Job Summary

Under the overall leadership of the Country Director and Head of Programmes, the Head of Health Sector will provide over all leadership to the health sector projects in the country and provide oversight and guidance in planning, implementation, monitoring and evaluation of Health sector programmes/ projects in the project areas in the Country. In collaboration with the Head of Programmes, s/he will be responsible for resources mobilization. S/he ensures all donor and other program me reports are of high quality (accurate and meets professional standard) and are submitted timely. S/he will be responsible for developing and implementing capacity building interventions in the counties of operation and promote a cordial and trustful relations with officials of County Health departments (CHDs), the State Ministry of Health (SMOH) and National Ministry of Health (MOH) are maintained. S/he will represent AAH at all bilateral and Coordination meetings.

### Duties & Responsibilities

Under the Direction of the Head of Programmes the Head of Health Sector will:

- Ensure that the Health Projects remain within the scope of its design, budget and purpose and fully complies with donor contractual requirements, AAH-I and the South Sudan rules and regulations.
- Create a shared vision, among all program me staff, on program objectives and their respective roles in achieving program targets and implement staff development plan
- Support and guidance to staff under his/ her direct supervision is provided to facilitate adequate project implementation and achievement of the desired targets
- Overall coordination, networking and strategic partnerships to program implementation established and made functional
- Oversight responsibility for finance management and systems compliance to AAH-SS guidelines, donor requirements and locally applicable laws and procedures

### Qualification

- Education: Bachelor and/ or Master Degree in Medicine and/ or Public Health Management. Advanced training in public health, community health, human resource development or a related discipline desired
- Minimum 5 years of experience improving primary health care systems and service delivery, increasing community participation in the management of services, and establishing mechanisms to strengthen outreach services;
- At least 3 years of experience in Leadership, programme management experience in conflict and/ or post conflict situations or similar contexts. Relevant experience in South Sudan is particularly desirable.
- Proven ability to encourage health staff and motivate communities to contribute to improved health results.
- Demonstrated Leadership, Management & communication skills. Good writing skills (esp. reports and proposal).
- Ability to lead teams and to train others to ensure





## 2. Job Title: Country Finance Manager.

Location: Juba, with frequent visits to the field offices

### Job Summary

Under the overall leadership of the Country Director, the Country Finance Manager will be in charge of managing all the operational and Programme/ project budgets in the Country. S/he will be responsible to ensure satisfactory management of the budget of the organization in South Sudan. S/he will work closely with the Head of Operations, Head of Programme, Head of Humanitarian, Field/ Area Coordinators and all programme and programme supports team to ensure the country office & donor-funded project budgets and all related financial reports are prepared professionally, accurately and timely.

### Duties & Responsibilities

Under the Direction of the Country Director and the Head of Finance and Operations, the Country Finance Manager will be in charge of managing all operational and Programme/ project budgets in the Country. S/he will efficiently and effectively ensure all aspects of financial management, including corporate accounting, regulatory and financial reporting, budget and forecasts preparation, as well as development of internal control policies and procedures is done and reported professionally and timely. S/he will uphold AAH policies, ensure expenses remain within approved donor and annual operational budgets and regularly keep the Country Director and Country Leadership Team informed of the financial health of the country programme.

### Qualification

- Education: Bachelor and/ or Master Degree in accounting or related field such as Financial Management.
- Professional certification - Candidates with professional qualification in CPA, ACCA or CMA will have added advantage.
- Minimal 4 years of accounting and finance experience, with at least 3 years' experience within NGO/ UN or Donor, Government environment.
- Thorough knowledge of accounting principles and procedures and good experience with general ledger functions and the month-end/year end close process.
- Excellent accounting software user and administration skills
- Ability to lead team and to train others to ensure

## 3. Job Title: Internal Auditor.

Location: Juba, with regular visits to the field offices

### Job Summary

The Internal Auditor is tasked to ensure satisfactory performance of the internal controls and systems of the organization, in order for them to facilitate the proper utilization, recording and reporting of the organization's resources, and provide advice to the Country Director and the AAH-SS Board of Directors on the same. The IA will report to the Regional Internal Auditor, Country Board and the SS Country Director.

### Duties & Responsibilities

Internal Auditor will conduct internal audits of all AAH Operations at the Country Offices in Juba and all Field Offices in South Sudan. S/he will help identify risks that affect achievement of the organization's objectives; assess the adequacy of internal control systems to reduce identified risks; and recommend appropriate actions to reduce associated risks.

### Qualification

- Bachelor's degree in Finance/accounting/economics or related field.
- Professional certification - CPA or ACCA, CIA will be an added advantage.
- Minimum 3 years in finance and accounting role with at least 3 years in internal or external audit experience



#### 4. Job Title: Human Resource Manager

Location: Juba, with periodic visits to the field offices.

##### Job Summary

Under the overall leadership of the Country Director, the Human Resource Manager will be in charge of managing all HR related functions in South Sudan. S/he will be responsible to ensure satisfactory delivery of HR services in line with approved policies and/ or budgeting the Country. S/he will work closely with the Country Director, Head of Finance, Head of Operations, Head of Programme, Head of Humanitarian, Field/ Area Coordinators and all programme and programme supports team to ensure performance management is conducted professionally and timely and the institution's HR policies and procedures are upheld.

##### Duties & Responsibilities

Under the Direction of the Head of Programmes and Head of FSL, the Deputy Sector Head is expected to:

- Coordinate and manage all recruitment processes in line with AAH policies, national labour law and international best practice.
- Support all departments and field offices to manage performance of staff through efficient, effective and timely performance objective setting and appraisals in line with AAH policies and procedures and international best practice.
- Support all departments and field offices to plan and undertake training and other capacity building initiatives in line with agreed performance development plans and approved budgets.
- Professionally manage staff medical and other staff insurance schemes in collaboration with the service provider and all staff
- Prepare monthly payroll for AAH South Sudan and submit it timely for finalization by the Finance Department and Final Approval by County Director.
- Proactively advise the Country Director, Senior Staff at Juba and Field Offices prior to key HR related decisions that may have legal implication for AAH.
- Support the process of developing and/ or reviewing Job Specification, Salary Scales and Job Descriptions
- Liaise with Regional Human Resource Manager for support and technical advice as appropriate.
- Other duties as stipulated in the Job Description.

##### Qualification

- Education: Bachelor and/ or Master Degree in Human Resource Management/ Development, Public or Business Administration, Psychology or relevant Social Science Field
- Minimum 3 years of experience in a similar position within UN/ NGO, Government and other organisations with a minimal 300 staff.
- Excellent knowledge, understanding and experience in performance management, recruitment and other core HR functions
- Excellent inter-personal and communication skills. Computer literate with ability to use Microsoft Office packages
- Good Leadership, Management & communication skills.
- Good writing skills (esp. reports and proposal)
- Ability to work with and to lead teams and to train others to ensure



